



CANNON BUILDING
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BOARD OF FUNERAL SERVICES

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MEETING MINUTES:	BOARD OF FUNERAL SERVICES
DATE AND TIME:	January 24, 2017 at 10:00 a.m.
PLACE:	861 Silver Lake Boulevard, Dover, Delaware Conference Room A , second floor of the Cannon Building
MINUTES FOR APPROVAL:	March 28, 2017

MEMBERS PRESENT

S. Keith Parsell, Professional Member, President
Chad Chandler, Professional Member
Ann Happoldt, Public Member
Jane Hovington, Public Member

MEMBERS ABSENT

Duwayne Casini, Professional Member, Secretary
Danna Levy, Public Member
Bill Torbert, Professional Member

DIVISION STAFF

Meredith Hurley, Administrative Specialist II
Kevin Maloney, Deputy Attorney General

CALL TO ORDER

Mr. Parsell called the meeting to order at 10:12 a.m.

REVIEW AND APPROVAL OF MINUTES

Meeting Minutes – November 15, 2016

Mr. Chandler moved, seconded by Ms. Hovington, to approve the November 15, 2016 meeting minutes as written. By unanimous vote, the motion carried.

UNFINISHED BUSINESS

Discussion Regarding SB65 and Changes to Rules & Regulations

Mr. Parsell asked if there were any additional comments from the criteria he had submitted previously.

The Board discussed the items concerning the identification process, education requirements and pet cremation.

Mr. Chandler questioned if any crematories have notified the Board about the new law. The Division has not received any inquiries as they may not be aware of the new law that allows the Board to regulate cremation and crematoriums.

Mr. Parsell would like to fine tune what they have at the next meeting and try to get this to a public hearing as soon as possible.

NEW BUSINESS

Review of Applications for Continuing Education Approval

Ms. Hovington moved, seconded by Ms. Happoldt, to approve the 1 hour requested by Andrew Parsell for "Victims' Compensation Assistance Program." The motion carried with Mr. Parsell abstaining.

Complaint Updates

The Board was notified that complaint #27-01-16 was sent to the Attorney General's office for further review.

Ratification of Licensure

Mr. Chandler moved, seconded by Ms. Hovington, to ratify the licenses listed below. By unanimous vote, the motion carried.

Amanda Mark – Funeral Resident Intern
Matthew Myers – Funeral Director Limited
Lewis Hunt-Irving – Funeral Director Limited

Review of 2016 Audits

Mr. Chandler moved, seconded by Ms. Hovington, to approve the audits submitted to date as compliant with the 2016 renewal audit. By unanimous vote, the motion carried.

CORRESPONDENCE

The Conference – Letter of Understanding for 2017

This was for informational purposes only and no action was required of the Board.

OTHER BUSINESS BEFORE THE BOARD (For discussion only)

Mr. Maloney informed the Board that they will be having a public hearing at their next meeting focusing on a cleanup of the crimes list and the list of fixtures that should be required in a preparation room. He explained the process of a public hearing for regulation changes.

Mr. Maloney stated he was still in the process of finding a point of contact at the Attorney General's office for the matter of unclaimed cremated remains. The statute states that the Attorney General's office needs to be notified whenever there are unclaimed cremated remains but it appears that there is no plan in place for this notification.

Mr. Maloney also stated he will be trying to reach out to the deputy attorney generals from the other agencies that may be affected by the regulation change to work with them on the changes.

PUBLIC COMMENT

There was no public comment.

NEXT MEETING

The next Board meeting is scheduled for Tuesday, March 28, 2017, at 10:00 a.m. in Conference Room B, second floor of the Cannon Building, 861 Silver Lake Boulevard, Dover, Delaware.

ADJOURNMENT

There being no further business before the Board, Mr. Chandler moved, seconded by Ms. Hovington, to adjourn the meeting at 10:48 a.m. By unanimous vote, the motion carried.

Respectfully Submitted,

A handwritten signature in black ink that reads "Meredith Hurley". The signature is written in a cursive, flowing style.

Meredith Hurley
Administrative Specialist II